

**Village of Chippewa Lake**  
**PARK ATTENDANT JOB DESCRIPTION**  
**2021**

**Position Title:** PARK ATTENDANT

**Reports to:** The Park Attendant will report to the Parks Supervisor who reports to the Council Chairperson of Village Parks.

**Terms of employment:** This is a part-time position for designated summer weeks when Village Parks and Lake Access areas are heavily used.

**Compensation:** To be determined by Council

**Job Description**

- Responsible for seeing that Village rules and regulations are consistently applied, especially as it relates to safety in the parks. Specific Beach Rules and Regulations are set forth in Ordinance 403-91, and its amendments. Regulations can be found in the Parks Section of the Miscellaneous Ordinances posted in Zoning on the Village website.
- Maintains attendance as scheduled by the Parks Supervisor; arrives at work on time and stays until scheduled to leave; takes direction from Park Supervisor
- Keeps Park areas clean, including trash pickup, raking the beach, organizing equipment and supplies, and maintaining a safe environment.
- Maintain professional appearance and courteous demeanor, as a public representative of the Village.
- Observes the conduct of any persons in any parks area and reports any suspicious or dangerous issues to Chair of Parks, or Law Enforcement on a daily basis, if needed.
- Carries out daily duties as established by the Park Supervisor
- Maintains the integrity and intent of Lake Access parking pass, Beach 'Lake Access' pass. On a daily basis, checks all persons who park or access the lake for proper identification. When working as a Beach Attendant, require sign in to the Beach area and confirm Beach Pass has been obtained.
- Other duties as established by the Park Supervisor.

**Qualifications**

- Required: Must be at least 15 years of age. Able to work daytime, early evening, weekend, and holiday shifts as required.
- Able to use email/text regularly as a communication tool.
- Ability to lift 25 pounds; walk one mile; be able to work in an outdoor environment.
- Preferred: Good communication skills.

**Village of Chippewa Lake**

**JOB APPLICATION 2021**

Applying for: Park  Supervisor Park  (Beach) Attendant

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian Name (if under 18) \_\_\_\_\_

Address if different \_\_\_\_\_

Parent/Guardian contact phone number \_\_\_\_\_

Emergency contact name /Phone number \_\_\_\_\_ / \_\_\_\_\_

Work experience \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Hours available to work (Between 8 AM and 8 PM)

MON \_\_\_\_\_ TUES \_\_\_\_\_ WED \_\_\_\_\_

THURS \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_

SUN \_\_\_\_\_

Special Skills \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please provide two (2) references: Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

I certify the above information to be correct: \_\_\_\_\_

Applicant signature

Date

Send completed application by **May 7, 2021** to:

**Village of Chippewa Lake**  
**Attn: Parks & Rec**  
**P.O. Box 25**  
**Chippewa Lake, OH 44215**